

New Jersey Department of Community Affairs
Lead Hazard Control Assistance (LHCA) Fund 1-4 Family Dwelling Application

Application Submission:

Via regular mail - Submit one application with the owner(s) notarized signature for each LHCA FUND project to: New Jersey Department of Community Affairs
Lead Hazard Control Assistance Fund
P. O. Box 811
Trenton, New Jersey 08625-0811

Via e-mail – Complete application, scan and e-mail to lhcaapplication@dca.state.nj.us

Application Completion:

Part I - Owner Information: This section gathers information on the property owner(s). All owners listed on the Deed must provide information as requested in the application. This section must be completed in order for your application to be accepted.

A. Enter the full name of the property owner as it appears on the recorded Deed. Attachments are required for ownership entities other than individuals as follows:

- Corporation
 - Certificate of Incorporation.
 - Resolution authorizing the submission of the application, the execution of legal documents and the performance of lead hazard control work and the designation of the applicant as the representative of the corporation who is authorized to act on behalf of the corporation in this matter.
 - List of corporate principals
- Limited Liability Company
 - Certificate of Formation and Operating Agreement
 - Appropriate legal document establishing the authority of the member making application
- Trustees
 - Legal documents establishing the trust, name the trustee and the authorities that have been granted to the trustee.

Provide the name, mailing address and telephone numbers for all owners. If the owner is a corporation, list the requested information for each of the principals of the corporation as well as the address and phone number for the corporation. FAX numbers and e-mail addresses are requested whenever possible.

B. Provide the same information for the co-owner as the owner.

C. Check or indicate with an “X” if there are more than 2 property owners. Attach additional sheets with the same information for all additional owners.

Part II Property Information: This section gathers information on the property where the applicant wishes to use LHCA Funds to control lead-based paint hazards. This section must be completed in order for your application to be accepted.

- A. Provide the street address of the property. Enter the municipality where the property is located (i.e., Borough of Freehold, Irvington Township, etc.). Enter the county where the property is located.
- B. Check or indicate with an “X” the total number of residential dwellings in the property. A residential dwelling is any dwelling occupied or intended for occupancy by people as their primary residence. If there are 3 or 4 dwelling units, include the registration number of the building. This is the number assigned by the NJ Department of Community Affairs, Bureau of Housing Inspection.
- C. Check “Yes” or “No”. Examples of purposes other than residential would be office space, restaurant or other business, etc.
- D. Check or indicate with an “X” the building unit type.
- E. Enter the year the property was constructed. This information must be verified by public records. If you do not know the year the property was built, contact your Tax Assessor’s office. The house must have been built before 1978 in order for it to be eligible for LHCA Funds.
- F. Using your most recent tax bill, enter the block, lot(s), annual real estate tax amount, total assessed value of land and improvements. Enter whether your tax payments are current or delinquent. Taxes, water and sewer assessments must be paid current in order for you to be eligible for LHCA Funds.
- G. Enter the year you purchased the property as provided on the recorded Deed. Enter the purchase price for the property as provided on the recorded Deed.
- H. First Mortgage – enter the original amount of the mortgage as provided on the mortgage document.
- I. First Mortgage principal balance – enter the amount of principal still owed on the loan taken from a statement or notice provided by the lender.
- J. First Mortgage date loan matures – enter the date the loan matures as provided on the mortgage and mortgage note.
- K. First Mortgage monthly mortgage payment – enter the total monthly mortgage payment.
- L. First Mortgage – provide the amount of the mortgage payment that goes toward principal and interest, the amount that goes towards escrow for property taxes, the amount that goes towards escrow for fire/hazard insurance. This should total the amount on Line K.
- M. First Mortgage – check or indicate with an “X” the status of the first mortgage.
- N – S. Provide the information for all second and subsequent mortgages.

- T. Enter any other liens or judgments against the property or any other debts which use the subject property as security.
- U. Check or indicate with an "X" if the property is insured.
- V. Check or indicate with an "X" the type of insurance.
- W. Enter the annual fire and hazard insurance premium.
- X. Check or indicate with an "X" if the property is insured against flood. Properties located within a Federal or State Special Flood Hazard Area must be insured against flood.
- Y. Enter the annual premium for the flood insurance.
- Z. Enter the amount of flood coverage.

Part III – Lead Based Paint Information: This section provides information on the type of lead-based paint testing you have performed on the subject property. You must have evidence of a lead-based paint hazard to be eligible; therefore, this section must be completed in order for your application to be accepted.

- A. Check or indicate with an "X" if the property has been tested for lead-based paint. There are many ways to test a home for lead-based paint. Please indicate all the testing that you have done on your home.
- B. Enter the date of testing. If more than one test has been performed, enter the date of the most recent test.
- C. Check or indicate with an "X" any testing that has been performed on the property. Enter the name of firms performing testing and enter the date of the testing.

Part IV – Occupancy, Rent & Utilities Information: This section provides information on each dwelling unit within a building. Information must be provided for every apartment in the subject property even if you are not requesting LHCA Funds for all the apartments. This section must be completed in order for your application to be accepted.

- A. Enter the apartment number or letter.
 - A1. Check or indicate with an "X" if this apartment will have lead hazard control work done that you wish to pay for using LHCA Funds.
 - A2. Enter the number of bedrooms in the apartment. For one and two family dwellings, count only those rooms which qualify as a bedroom under your local property maintenance code. For three or four family dwellings, count only those rooms which qualify under the State Multiple Dwelling Code.
 - A3. Check or indicate with an "X" if this apartment is occupied. Occupied means that a household is using the apartment as their primary permanent residence.

A4. Check or indicate with an “X” if the owner or a tenant occupies this apartment. If the apartment is vacant but you intend to rent it after the work is complete, enter an “X” at Tenant.

A5. Provide the information only if this apartment is tenant occupied or will be tenant occupied following completion of the work.

A5(a) Enter the full amount the tenant pays to you monthly as rent regardless of the source of the rental payment. For example, if the tenant pays \$50 and the Section 8 Rental Assistance Program pays \$700, enter the total of \$750 as rent.

A5(b) Check or indicate with an “X” the source of the rental payments you receive for this apartment.

A5(c) This section identifies all the utilities and appliances that are included in the monthly rent. Check or indicate with an “X” all the utilities and appliances that you provide for this apartment.

A5(d) This section identifies all the utilities and appliances that the tenant is responsible to pay in addition to their rental payment to you.

B-D Provide the same information on any remaining units in the building.

Part V – Owner-Applicant Income Information: This section provides information on the applicant’s total gross household income and must be completed when the owner resides in the building being assisted with LHCA Funds. Owner-occupants must complete this section or the application will not be accepted. In buildings that house only tenants, skip Part V and go to Part VI.

A-J Provide information for all household members beginning with the head of household. Name, relationship to head of household and date of birth must be provided for all household members; however, income information is only required for members 18 years of age or older.

K. Provide a total of gross annual household income at Item K.

Part VI – Owner-Applicant Demographic Information: This section provides information on the race and ethnicity of the applicant. The applicant may elect not to provide race or ethnicity information; however, he or she must indicate their refusal by checking or indicating with an “X” at the block provided that he/she does not wish to provide this information.

Part VII – Owner’s Certifications and Disclosures: This section insures that applicants are aware they must meet basic eligibility criteria and makes applicants aware of LHCA requirements and procedures. If there is more than one owner of the property, each owner must initial each question A-P or enter N/A when the item does not apply to his or her application. This section must be completed or the application will not be accepted.

Part VIII – Owner-Applicant Declarations: This section requires applicants to provide details regarding his or her personal financial background. All questions A-M must be answered as completely as possible. Attach additional sheets if necessary to insure complete explanations are submitted. This section must be completed or the application will not be accepted.

Part IX – Privacy Act Notice: This section explains to the applicant what information contained in this application will be made available; to whom the information will be made available and under what circumstances.

Part X – Program Stipulations and Declarations: This section explains the applicant's responsibility in providing accurate information and documents the owner's agreement that a facsimile of the application is as effective and valid as a paper version. Each owner must sign the application and the signature must be made in the presence of a Notary Public. The Notary Public must properly complete the notary clause.